MEMO

TO: Steve Sampson

FROM: Manis & Associates

DATE: March 1, 1999

RE: Site Evaluation - California Speedway

Manis & Associates will provide six agents as a team for security at the California Speedway, Mission Inn, and other off-sites to be determined by Philip Morris. Two alternate agents will be available in case they are needed as extra team members or replacements in the event a team member has an emergency or becomes sick. The six team members and two alternates will attend the training sessions and all orientations at each racing facility and lodging facility. All eight agents will need uniforms so that they are immediately available to work as the needs of Philip Morris dictate.

At this time it is felt that six agents are definitely needed and should the activities at the California Speedway or Mission Inn increase, consideration should be given for a seventh agent. The seventh agent would free up the team leader to work any shift and address any problem that occurs. This would also help in that the team leader could coordinate the efforts between the agents, all vendors, the sites, and guests. The team leader could act as a utility man working days and placing manpower on other shifts as needs dictate.

The California Speedway is a large facility which appears to have adequate staff and security to handle their day-to-day needs. An additional security guard is recommended at the bridge to check those individuals who are going into the infield. This will provide a second line of security for the infield and for the Philip Morris program. This line of security will assist in protecting the guests during their driving classes.

The following is a proposed agent work schedule at each of the facilities in California:

A. California Speedway

- Two agents on duty 7:30 a.m. to 5:00 p.m. (accompany guests to the race track)
- Will monitor guests at the three racing sites
- Will prepare all incident reports, as necessary
- Will monitor all guests' actions to ensure no negative interaction occurs between the guests
- Will assist in enforcing all rules and regulations of the track and ensure that all Philip Morris rules and procedures are followed by the guests while participating in the racing school
- Will provide support to Philip Morris officials, race track personnel, and guests during the program

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Source: https://www.industrydocuments.ucsf.edu/docs/jndy0004

- Will accompany guests, as necessary, to any medical facilities away from the race track
- Will maintain liaison with San Bernardino Sheriff's Office and Fire Department

B. Mission Inn

- Four agents – two to work 4:00 p.m. to 12:00 a.m., two to work 12.00 a.m. to 8.00 a.m.
- Will serve as liaison between all guests and the Mission Inn personnel
- Will monitor the activities of all guests during their presence at the Mission Inn and at all off-site locations other than California Speedway
- Will maintain a log recording incidents of guests violating the rules set down by Philip Morris for this event
- Will stay alert for any media representatives who may want information on the Philip Morris promotion
- Will maintain liaison with Riverside Police Department, Fire Department, and ambulance service
- Will identify closest medical facilities and emergency services should they be needed
- Will maintain liaison with Ontario Airport Security
- Will acquire needed security parking permits at Ontario Airport for security vehicle
- Will determine quickest evacuation routes for guests from the Mission Inn if an emergency evacuation is needed

C. Administrative, Communication and Equipment Requirements

- Charge account at the Mission Inn for meals of the off-duty agents
- Radios for the agents at the Mission Inn (minimum of four with AC and DC chargers)
- One security office to be shared by security and KMG
- Uniforms which should include a jacket for evening work
- Security vehicle
- Six single rooms to be occupied by the agents
- Radios for agents at California Speedway (which should include a scanner feature)

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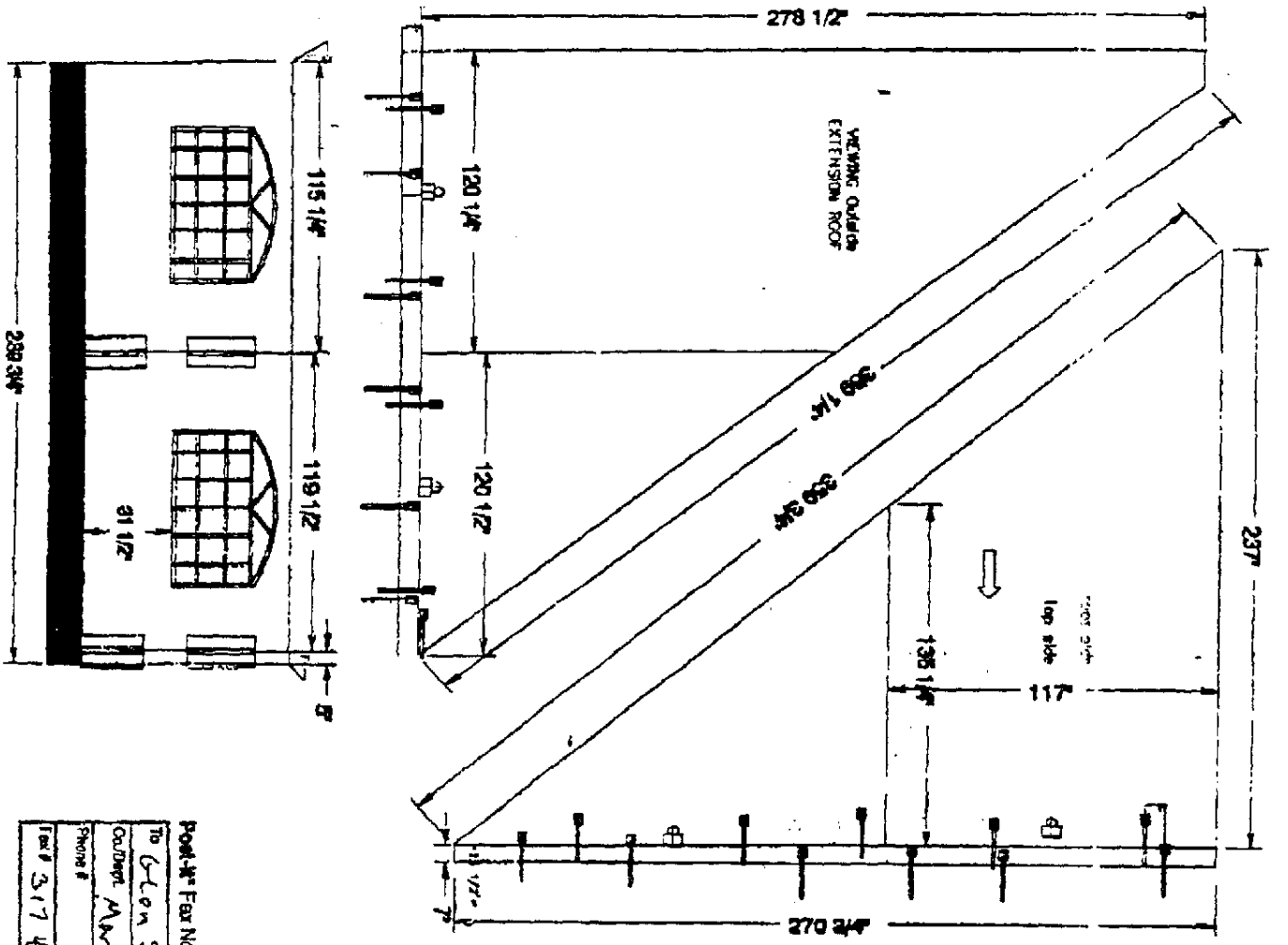
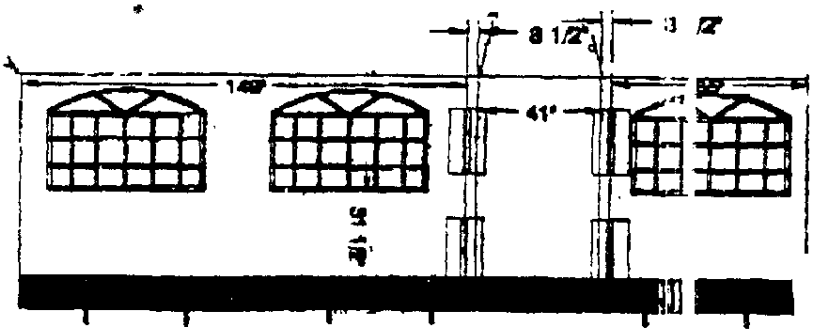
Source: https://www.industrydocuments.ucsf.edu/docs/jndy0004





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